



[www.IN.gov/DCS](http://www.IN.gov/DCS)

## **New Employee Information**

**You will address the following to your first day of work for DCS**

**Employee Orientation. Please review this information so that you will be prepared, as necessary.**

- **EMPLOYMENT ELIGIBILITY**

The Immigration Reform and Control Act of 1986 requires AGD to verify your employment eligibility. For a list of accepted employment documents, visit the U.S. Citizenship and Immigration Services web site at <http://uscis.gov/graphics/formsfee/forms/i-9.htm>

**PLEASE BRING:**

- Social Security Card (or Receipt confirming application for a replacement card from SS Admin.)
- Valid Drivers License

- **W-4**

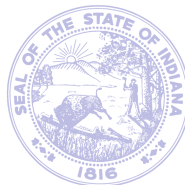
**PLEASE BE PREPARED TO DETERMINE:**

- Number of Dependents being claimed, you may wish to discuss this in advance with a spouse, if needed.

**We will answer question in orientation. For additional information, see [www.irs.gov](http://www.irs.gov)**

- **DIRECT DEPOSIT**

It is **HIGHLY** suggested that you use the Direct Deposit Method of payment due to the length of training and ease of receiving your payment no matter your location. Direct Deposit form must be taken to your financial institution and obtain the appropriate transit codes and your account number for your checking or savings account. Please bring this completed form on your first day of work.



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**PLEASE BRING:**

- Voided check from the checking account you wish your paycheck to be deposited into

■ **HEALTH INSURANCE FORMS**

**PLEASE BRING:**

- Social Security numbers of your children and spouse
- Birthdates for spouse and/or dependents
- Special Note: Attached is a list of counties in Indiana that offer access to a Health Maintenance Organization [HMO]. If you are among these counties please verify with your physician of your choice which HMO plans they support, as you will be given a choice to make when filling out your forms. (See Attachment)

■ **PERF [PUBLIC EMPLOYEES RETIREMENT FUND] / LIFE INSURANCE FORMS**

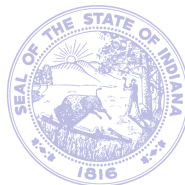
**PLEASE BRING:**

- Social Security Numbers and Full Names of Benefactors

■ **PARKING/VEHICLE FORMS**

**PLEASE BRING:**

- License Plate Number
- Make/Model/Color of Vehicles you Drive
- Proof of Valid Auto Insurance



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# State of Indiana

## 2005 Open Enrollment Service Areas

### HMO PLAN SERVICE AREAS

Next to each carrier's name is a list of the counties representing the service area. Even though a county may be included in the service area that does not ensure there is a provider located in that same county. It is very important to contact the plan to make sure a provider is located in that county and accepting new patients.

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#### **Anthem Traditional I & II Plans:**    Statewide

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#### **Advantage Health Solutions I & II Plans:**

Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clay, Clinton, Decatur, Delaware, Elkhart, Fayette, Fountain, Franklin, Fulton, Grant, Greene, Hamilton, Hancock, Hendricks, Henry, Howard, Jasper, Jay, Johnson, Kosciusko, LaPorte, LaGrange, Madison, Marion, Marshall, Miami, Monroe, Montgomery, Morgan, Newton, Noble, Owen, Parke, Pulaski, Putnam, Randolph, Rush, St. Joseph, Shelby, Starke, Tippecanoe, Tipton, Union, Vermillion, Vigo, Wabash, Warren, Wayne and White

- Available to employees who select an Advantage primary care physician (PCP) within 30 air-miles of their residence.
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#### **Arnett HMO I & II Plans:**

Benton, Boone, Carroll, Cass, Clinton, Fountain, Fulton, Howard, Jasper, Miami, Montgomery, Newton, Pulaski, Putnam, Tippecanoe, Tipton, Warren, and White.

- Available to employees who reside in, or within 30 miles of one of the Arnett service counties listed above or within 30 miles of an Arnett primary care physician (PCP).
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#### **M-Plan HMO I & II Plans:**

Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clay, Clinton, Decatur, DeKalb, Delaware, Elkhart, Fayette, Fountain, Franklin, Fulton, Grant, Greene, Hamilton, Hancock, Hendricks, Henry, Howard, Huntington, Jackson, Jasper, Jay, Jennings, Johnson, Kosciusko, LaGrange, LaPorte, Lawrence, Madison, Marion, Marshall, Miami, Monroe, Montgomery, Morgan, Noble, Owen, Parke, Pulaski, Putnam, Randolph, Ripley, Rush, St. Joseph, Shelby, Starke, Steuben, Tippecanoe, Tipton, Union, Vermillion, Vigo, Wabash, Warren, Wayne, Wells, White, and Whitley.

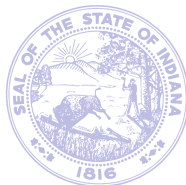
- Available to employees who maintain a permanent residence within the approved service area and must select a primary care physician (PCP) within 50 miles of where the employee lives.
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#### **Delta Dental Traditional I & II:**    Statewide

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DMO: Network

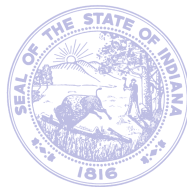
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**Spectera Vision:**      Statewide

THIS INFORMATION IS SUBJECT TO CHANGE



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